

## **POLICY: BUDGET MODIFICATION REQUESTS**

**POLICY STATEMENT:** It is the policy of the Bureau of Developmental Disabilities Services (BDDS) that an existing Budget may be modified using a Budget Modification Request (BMR) when an Individual being served requires an increase in specific Services.

### **DETAILED POLICY STATEMENT**

The BMR process is in place for waiver consumers who experience circumstances where additional funds are needed for short-term, unanticipated situations. Each initial event requested, if approved, shall not exceed ninety (90) days.

1. In order for a BMR to be considered, the following must first be sought:
  - a. Housemates
  - b. Electronic Monitoring Service
  - c. Medicaid Prior Authorization Services
  - d. Natural Supports
2. The individual's Case Manager (CM) is responsible for submitting initial BMR.
3. BDDS will respond to a new BMR within seven (7) business days of submission.
  - a. final decision on BMR will not be made until CM responds to all inquiries from BDDS.

### **BUDGET MODIFICATION REQUEST CATEGORIES (FOR CONSIDERATION)**

1. Loss of a housemate due to:
  - a. death;
  - b. extended hospitalization of fourteen (14) or more days;
  - c. nursing facility respite stay of fourteen (14) or more days;
  - d. incarceration of fourteen (14) or more days;
  - e. State substantiated abuse, neglect, or exploitation;
  - f. State intervention for behavioral needs;
  - g. State intervention for health or medical needs; or
  - h. housemate changes Providers.
2. Loss of employment.
3. State substantiated abuse, neglect, or exploitation.
4. Behavioral needs requiring State intervention.
5. Health or medical needs requiring State intervention.

## **DOCUMENTATION REQUIREMENTS**

Documentation requirements for Budget Modification Requests include, but are not limited to the following:

1. If increased behaviors result in a BMR, documentation regarding changes to the consumer's behavior plan, staff trainings, etc. will be required within 30 days of the request for the BMR to be considered.
  - a. If behaviors are anticipated to last longer than ninety (90) days, a Budget Review Questionnaire should be completed rather than a BMR.
2. In order for a BMR to be considered in Crisis situations a consumer must first go through the Crisis process.
3. Individualized Support Teams (ISTs) must work together to address the individual's need and develop a long term plan within the individual's resources.
  - a. ISTs will be asked to submit these long term plans and objectives for all additional Budget Modification Requests.

## **DEFINITIONS**

"Budget Review Questionnaire" means a set of qualifying questions to determine why a budget review is necessary. The Budget Review Questionnaire is submitted by the individual's case manager based on information provided by the Individualized Support Team.

"Case Manager" means a person employed to provide Case Management services by the Division of Disability and Rehabilitative Services (DDRS) or an approved Case Management vendor.

"Electronic Monitoring" means the provision of oversight and monitoring within the residential setting of adult waiver participants through off-site electronic surveillance.

"Individualized Support Teams" means a team of persons, including:

1. an Individual;
2. the Individual's Legal representative, if applicable;
3. the Individual's Providers;
4. the Individual's Case Manager, if indicated;
5. a BDDS representative; and
6. other persons identified by the Individual or the Individual's Legal representative, if applicable,

who assist the Individual in the development and implementation of the Individual's ISP.

## REFERENCES

IC 12-9-2-3

IC 12-9-2-3

IC 12-11-1.1

460 IAC 6

Individualized Support Team Policy

Approved by: Julia Holloway, DDRS Director

A handwritten signature in black ink, reading "Julia Holloway". The signature is written in a cursive style with a large, looping "J" and a long, sweeping underline.